



## U.S. Department of Education GRANT PERFORMANCE REPORT

### COVER SHEET

#### 1. Performance Reporting Period

#### 2. PR/Award No. (Block 5 on Grant Award Notification)

#### 3. Project Title

#### 4. Recipient Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip+4: \_\_\_\_\_

#### 5. Contact Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel. #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### 6. Cumulative Expenditures

Federal: \$ \_\_\_\_\_

Non Federal: \$ \_\_\_\_\_

#### 7. Annual Certification(s) of IRB approval

Yes \_\_\_\_\_ No \_\_\_\_\_

#### 8. Authorized Representative Information

To the best of my knowledge and belief, all data in this performance report are true and correct.

\_\_\_\_\_  
Name (Typed or printed)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ***INSTRUCTIONS FOR GRANT PERFORMANCE REPORT***

## **PURPOSE**

Recipients of multi-year discretionary grants must submit an annual performance report to receive a continuation award. The performance report should demonstrate that substantial progress has been made toward meeting the project objectives and the Government Performance and Results Act (GPRA) program performance indicators. The information described in these instructions will provide the U.S. Department of Education (ED) with the information needed to determine whether recipients have done so. Additional information may be found in Sections 74.51, 75.118, 75.253, 75.590 and 80.40 of the Education Department General Administrative Regulations (EDGAR).

GPRA directs Federal departments to improve the effectiveness of their programs by engaging in strategic planning, setting outcome-related goals for programs and measuring program results against those goals. Grantees are required to report to ED specific information addressing the performance indicators and goals. By demonstrating successful program results, grantees help support and justify continued program funding from Congress.

## **INSTRUCTIONS FOR GRANT PERFORMANCE REPORT**

- An optional form for reporting Part I has been provided for your convenience. However the requested information may be provided in any reasonable format. You may reference sections and page numbers of the application rather than repeat the information.
- Submit an original and one copy of the annual performance report. ED will notify recipients of the due date for submission of the report.
- For those programs that operate under statutes or regulations that require additional or different reporting for performance or monitoring purposes, ED will inform you when this additional or different reporting should be made.
- These instructions **DO NOT** apply to the final performance report submitted after the project is completed.

## **I. COVER SHEET**

Complete cover sheet with the appropriate information.

### **1. Performance Reporting Period**

This is the interval for which information is requested in Parts III, IV and V of the performance report.

Projects that are operating in their first budget period:

- Performance reporting period is from the start of the project through 30 days before the due date of this report.

Projects that are operating in interim budget periods:

- Performance reporting period is from the end of the previous reporting period through 30 days before the due date of this report.

### **7. Annual IRB Certification(s)**

This applies if Attachment HS1, Continuing IRB Reviews, was attached to the Grant Award Notification.

- Attach the Institutional Review Board Certification(s) to the performance report as instructed in Attachment HS1.

## II. EXECUTIVE SUMMARY

Provide a 1-2 page Executive Summary of the performance report.

## III. PROJECT STATUS

Report your progress in meeting each one of your project objectives.

Provide examples of actual accomplishments for each project objective. Accomplishments and outcomes should be quantified wherever possible.

Report your project performance using the GPRA program performance indicators.

Explain why planned objectives were not attained or why scheduled activities were not implemented.

Describe the corrective action(s) that will be taken to address the problem(s).

## IV. BUDGET INFORMATION

Report your actual budget expenditures for the performance reporting period.

Provide an explanation if you are NOT expending funds at the expected rate.

Describe any significant changes to your budget resulting from modifications of project activities.

Describe any anticipated changes in your operational budget for the NEXT budget period.

## V. SUPPLEMENTAL INFORMATION

Describe any changes you wish to make in the performance objectives and activities.

Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.

*\*Note for PARTS III, IV and V: Most projects submit with their application a single budget form and have a single approved budget for each budget period. However, if your project has multiple components and was required to submit for approval a separate budget form for each component, please ensure that the information provided in Parts III, IV and V of the performance report reflects activities or expenditures for each of these components.*

### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0004**. The time required to complete this information collection is estimated to average 20 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to** (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.